



Job Description

Position: Office Manager, South Naperville Campus
Reports to: Campus Pastor, South Naperville Campus
Schedule: Part-time (1,200 hours); Hourly, Non-Exempt
Employment
Classification: Coordinator/Manager (C)

Position Summary:

The Office Manager provides vital administrative and organizational support to the South Naperville Campus, ensuring smooth daily operations and effective communication across ministries. This role partners closely with the Campus Pastor to manage executive-level tasks, oversee campus communications, coordinate office and financial processes, and support staff and volunteers in carrying out ministry initiatives. The Office Manager serves as a central point of contact for the campus, helping create an environment where ministry can thrive and people feel welcomed, supported, and connected.

Responsibilities:

Administrative Support

- Assist the Campus Pastor with executive assistant tasks such as scheduling, emails, printing, purchases and volunteer follow-up.
- Manage the Campus calendar, reports and room reservations.
- Provide support to staff and help triage walk-in, phone and email inquiries.
- Assist Central Ministries with onboarding new staff members.

Communications

- Serve as the liaison between the South Naperville Campus and the Communications Team.
- Manage Campus communication requests and distribution, including eNews, banners/posters, rack cards, and Communication Request Forms (CRFs).
- Maintain accurate congregant records in the Rock database.
- Send out weekly Campus prayer request emails.
- Proactively manage and engage the congregation through Campus social media outlets.

Financial & Office Management

- Handle financial reimbursements, check requests, and the Campus Pastor's expense report.
- Purchase office supplies and manage the South Naperville Campus Amazon and Costco accounts.
- Oversee promotional materials and registration processes for upcoming initiatives.

Team & Congregational Support

- Support Campus staff in carrying out ministry priorities and events.
- Help ensure a welcoming environment for congregants and visitors.
- Partner with staff and volunteers to strengthen connections within the church community.

Qualifications:

- Proven ability to manage tasks from start to finish with accuracy and reliability.
- Strong organizational and time management skills with the ability to prioritize, problem-solve, and make sound decisions.
- Self-starter who looks for ways to improve systems and processes.
- Team player with strong interpersonal and leadership skills.
- Proactive and clear communicator, both written and verbal.
- Basic understanding of Microsoft Office and able to learn new systems quickly.

Additional Requirements:

- Actively support and live out the mission, vision, faith growth priorities, and ministry philosophy of The Compass Church.
- Affirm and align with the Statement of Faith of The Compass Church and the Evangelical Free Church of America.
- Attend weekend worship services at The Compass Church regularly.
- Become a member of The Compass Church within 12 months of employment.
- Participate in weekly Campus staff meetings and monthly all-staff meetings.
- Willingness to assist with other duties as assigned.